

SAMPLE JV LETTER

ABC Company, Inc.
123 Sample Ave., Suite 123
Anytown, California 12345-6789

Date:

Ms. Karen Burgess, Business Opportunity Specialist
Santa Ana District Office
Small Business Administration
200 W Santa Ana Blvd., Suite 700
Santa Ana, CA 92701

Dear Ms. Burgess,

The attached joint venture agreement between ABC Company, Inc., a current 8(a) participant, and DEF Company, Inc. is provided for your consideration and approval. Mrs. Betty Smith, of the U.S. Department of the Treasury, is awaiting a decision from SBA. To verify pending award, please contact:

Mrs. Betty Smith, Contracting Officer
U.S. Department of the Treasury
5678 Green Street, Washington, D.C. 20000
Phone: 202-456-7890

The attached Joint Venture Agreement, dated January, 1, 2003, between ABC Company, Inc., and DEF Company, Inc., is attached for your review and comments. ABC Company, Inc. is a current 8(a) participant in good standing and DEF Company, Inc. is a small business.

The purpose of the joint venture shall be for the specific purpose of bidding upon RFP T1234-56-789012 and, if successful, to enter into and consummate a certain construction services contract for the U.S. Department of Treasury for the base period of the contract, and options, totaling not more than 4 months from contract award date. The contract number assigned to this requirement is T1234-56-789012.

The joint venture is a vehicle to assist ABC Company, Inc. in its business development. ABC Company, Inc. lacks the knowledge, expertise, management personnel, and access to financial resources essential for the performance of the contract which DEF Company, Inc. can provide. DEF Company, Inc. possesses experience in successfully negotiating and performing similar types of contracts. ABC Company, Inc. will benefit through the experience and technical knowledge gained in administering this type of contract.

The experience gained in the successful performance of this contract will enhance the ABC Company, Inc.'s record of accomplishment for Federal procurements. In addition, it will open doors to increase their visibility and credibility, enable them to more readily access markets and to obtain larger dollar contracts.

The applicable NAICS code for this requirement is 236210 and the applicable size standard is \$28,500,000

ABC Company, Inc.

Annual Receipts:

12/31/2002	\$ 3,000,000
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12/31/2001	\$ 2,000,000
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12/31/2000	\$ 1,000,000
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Average annual receipts for the last three years is: \$ 2,000,000

DEF Company, Inc.

Annual Receipts:

12/31/2002	\$ 3,000,000
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12/31/2001	\$ 2,000,000
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12/31/2000	\$ 1,000,000
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Average annual receipts for the last three years is: \$ 2,000,000

Sincerely,

Ms. Jennifer Nail, President

Attached are the following documents:

1. Resumes for key representatives of ABC Company, Inc. and DEF Company, Inc.
2. Supplemental Information required (A thru K).